

Commonwealth Integrated

Payroll/Personnel System

CIPPS

Introductory Payroll Training Manual

Training Course Presented by:

Payroll Staff of the Department of Accounts

DOA Personnel

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General Course Outline

Daily Schedule The schedule below lists the topic and module number for each morning and afternoon session:

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DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING

General Course Outline, Continued

Daily Schedule (continued)

Session	Topic	Module
Day 2 Morning	Finish any topics not completed from Day 1 Benefits and Deduction Processing <ul style="list-style-type: none"> • Statewide Deduction Reference Sheet • Deduction Features • Deduction Calculation Features/Options • Agency-Paid Benefit Deductions • Employee Voluntary Deductions • Overriding Standard Deductions 	3
Day 2 Afternoon	Processing Savings Bond Deductions and Refunds <ul style="list-style-type: none"> • Features • Establishing Ownership Records for Bond Purchase • Accumulation and Refunding Bond Balances • Processing Child Support, Garnishments, and Tax Levies and Liens 	3
	Processing Regular Employee Payments <ul style="list-style-type: none"> • Features • Standard Time Reporting • Internal Batch Control • Hourly – Time Card Required • Salary – No Time Card Required 	4
	Processing Special/Non Routine Payments <ul style="list-style-type: none"> • Features • Company Special Pays • Special Pay Reference Sheet • Special Pay Transactions • Special Payment Control Balancing • Paying Special Payments as Regular Pay 	5

<p style="text-align: center;">DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING</p>
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General Course Outline, Continued

Session	Topic	Module
Day 3 Morning	Finish any topics not completed from Day 2 Error Correction/Edit and Certification Requests <ul style="list-style-type: none"> • Deleting Payroll Transactions • Information Required • Certification Dates 	6
	Masterfile Updates <ul style="list-style-type: none"> • Features • Paid Updates – Refunds • Non-Paid Updates – Adjustments • Void Check Process 	7
Day 3 Afternoon	Review of Payroll Related Reconciliations <ul style="list-style-type: none"> • Pay Period • Monthly • Quarterly • Calendar Year End 	8
Day 4	Finish any topics not completed from Day 3 Payroll Related Reports	9

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Introduction/Overview of Payroll Function	PowerPoint
Adding A New Employee Record	1
Performing Maintenance to Employee Records	2
Benefits and Deduction Processing	3
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Processing Special Payments	5
Error Correction/Edit and Certification Requests	6
Masterfile Updates	7
Payroll Related Reconciliation's	8
Review of Payroll-Related Reports	9